



CENTER FOR THE ARTS AT VIRGINIA TECH RENTAL POLICIES & PROCEDURES

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Rentals Process and Timeline

Timeline

- Public event submissions should be submitted eight weeks prior to the event.
- Events will be considered in the order they are received.

Requesting a Space

- Our facility has several spaces available for your event — please complete our [event intake form](#) and we will reach out after an initial review.

Application

- If the requested space is available, we will connect with you to fill out an application, review your proposed schedule, learn about technical needs, and complete additional information-gathering to ensure we are able to execute your desired event and determine pricing.

Estimate and Contract Signing

- After the application has been reviewed and approved, we will send an estimate and rental contract, as well as a copy of the application for your records.
- All event documents must be signed and returned within one week with a \$750 deposit or the Center for the Arts reserves the right to cancel the event.

Payment

- After the conclusion of the event, a member of our fiscal team will send the finalized invoice to the email you have provided within five business days. If adjustments are included on the final invoice, the event team will discuss the changes with you before or during the event. Payment of the invoice should be remitted within 30 days of receipt of the invoice by the instructions provided.
- A point of contact from your organization should be designated to authorize any change on site that may result in a cost adjustment to the estimate and should be available to center staff anytime you are in the building.

Alcohol Policy

- Our facility follows [Virginia Tech's Policy on Serving Alcohol \[Policy No. 1015\]](#).

Cancellation

- Four weeks from the event date, you will surrender the amount of the deposit.
- Two weeks from the event date, we will charge the full quote amount.
- Reservations must be canceled in writing via email to rentals-artscenter@vt.edu.

Catering and Concessions Service

- Please see [Center for the Arts Catering Policies](#).

- The center does not provide concessions for events; renters will need to arrange this service through a licensed caterer.
- Homemade refreshments are not allowed.

Audience Food and Drink

- No food or drink are allowed in the theatre, with the exception of bottled water.

Damage

- Any damage to the center's facilities, property, or equipment caused by a rental client or guest will result in additional charges for cleaning, repair, or replacement.

Equipment Delivery, Pickup, and Storage

- There is limited storage space at the Center for the Arts — any items needing to be stored prior to and/or following an event must be coordinated with center staff and may be restricted by additional events happening at the center.
- If your event has rental equipment, you must provide vendor contact information, and center staff should be involved in drop-off and pick-up arrangements to ensure they do not disrupt other event activity.
- The facility is not available for pick up and drop off at times outside the agreed window.
- The loading dock is available for drop off and pick up, but times must be coordinated in advance.

Glitter

- Under no circumstances is loose glitter permitted at the venue.

Inclement Weather

- If it is necessary for the university to close or to delay opening due to inclement weather, our team will communicate with your organization about possible same-day adjustments or date shifts if we are able to accommodate your event at a future time. Information about campus closures can be found at the [University Status website](#).

Insurance Requirements

- At Virginia Tech, the [Office of Risk Management and Insurance](#), in accordance with [Virginia Tech Policy 5000](#), requires all registered student organizations (RSOs), university chartered student organizations (UCSOs), and non-university groups who organize or host events or programs on campus to be insured for liability. Event sponsors must provide evidence of such coverage (certificate of insurance) to the Center for the Arts at least 20 business days in advance. University departments and university student life programs (USLPs) are not required to furnish a certificate of insurance as we have all university

provided insurance on file. *Please note, it may be difficult to procure insurance for certain high-risk activities, and insurance requirements cannot be waived for high-risk activities.*

Merchandise

- The Center for the Arts charges a 15% commission on all sales; if a center staff member is requested to run the table, the center charges a 20% commission, and it is understood that the staff member is acting under the direction of and on behalf of the artist/agent. In addition, all customer payments should be made payable to the artist or agent.
- Use of the Virginia Tech wireless network is allowed for processing credit card transactions on artist or agent equipment only and the acceptable use guidelines of the Virginia Tech wireless network must be accepted prior to its use.
- A final record of sales and a cash settlement of the commission is to be provided to a designated center employee at the close of the sale period.
- The center cannot be responsible for any cash or inventory overages or shortages; at the end of the sale period, all the remaining merchandise and revenue will need to be removed from the center by a company representative, as the center cannot be responsible for the safekeeping of these funds overnight or sending them through the mail.

Donations / Raffles / Benefit Events

- Our facility follows [Virginia Tech's Policy on Sales, Solicitation and Advertising on Campus \[Policy No. 5215\]](#).

Minors

- Special attention must be paid to safety and supervision anytime children are present. Many areas have expensive equipment that can be easily damaged or can cause injury to children or to others in the area if disturbed. Children should be restricted to the areas required for the event and should not be allowed to roam.
- Rental clients working with events, programs, or activities involving minors must be aware of special risks and responsibilities. See [Virginia Tech's Policy on Minors at Virginia Tech \[Policy No. 4815\]](#).

Parking

- Parking permits are required on campus from 7:00 a.m. to 10:00 p.m., Monday through Friday, or as posted. Faculty/Staff (F/S) parking areas near the center include Alumni Mall and the North End Center parking garage on Turner Street. On-campus parking permit information and campus parking maps can be found at parking.vt.edu.
- Visitors and employees without F/S parking permits who only need occasional on-campus parking may purchase a daily permit or use ParkMobile at any space or meter marked with a ParkMobile sign or sticker. Note: Virginia Tech daily permits and ParkMobile are

not valid at the North End Center Garage (NEG). Those without F/S permits must pull a ticket at entry and pay by credit card at exit. The NEG kiosk is not staffed.

- Visitors must follow university parking procedures.

Smoking

- Our facility follows [Virginia Tech's Policy on Smoking \[Policy No. 1010\]](#). Smoking is permitted only outdoors on university grounds, plazas, sidewalks, malls, and other similar open pedestrian-ways, provided that smokers are at least 25 feet from an air intake, entrance, or exit of any facility, including parking garages, and that the smoker is lawfully of age to possess and/or use tobacco, nicotine vapor, or alternative nicotine products legal for use in the Commonwealth of Virginia.

Labor

- Crew hours will be agreed upon during advance planning of the rental and will allow for adequate break times to follow Virginia Tech wage employee policies.
- Each audience event must engage, at minimum: a technical supervisor, and house manager and usher leader. Additional labor and equipment requirements will be determined by the Center for the Arts based on the needs and nature of the event. The renter's volunteer staff will not replace center labor when required.

Ticketing/Registration

- Standing room is not permitted in the Anne and Ellen Fife Theatre.
- The Center for the Arts box office is open Tuesday through Friday, 10:00 a.m. to 5:00 p.m., and Saturday, 10:00 a.m. to 4:00 p.m. The box office will also be open an hour and a half prior to any ticketed event. All events that require ticketing or registration must be done through the center's box office. Any exceptions to this need to be agreed upon at time of contract.

Marketing

- Details of a public event can be included on the [Center for the Arts calendar](#) and in the center's monthly email upon timely submission of the marketing form. All other event marketing is the responsibility of the renter.
- Small flyers or postcards created by the rental client may be provided for distribution at our box office.
- Any marketing materials advertising your event should reflect the name of the facility and performance spaces as the Center for the Arts at Virginia Tech; Street and Davis Performance Hall, Anne and Ellen Fife Theatre; and Cube.

PRODUCTION

Access

- Backstage access is restricted to necessary personnel. Based on the nature of your event, a check-in person may be necessary.
- For events with many performers and large audiences, backstage performers will be directed to the lobbies by our staff to ensure the theatre can be safely emptied into our lobby space.

Aerial Performer Rigging

- Any personal or aerial rigging system is subject to preapproval.

Atmospheric Effects

- Fog machines, smoke effects, and lasers will not be permitted without express written approval, and additional fees may apply. The use of fog and haze machines for lighting and theatrical effects is only permitted in the Anne and Ellen Fife Theatre and the Cube, provided that the fog/haze fluid used in those machines is water-based.
- The use of non-water based fog/haze fluid, specifically with an oil-based composition, is **prohibited**.

Decorations and Theatrical Scenery

- All scenic drops and fabric must be flame-proofed.
- No glitter is permitted.
- Only painter's tape is permitted to place directional and information signage backstage. All front of house/lobby signage requires preapproval.
- Items wished to be displayed in the lobby are subject to preapproval.

Fire Curtain Operation Procedure

- The Anne and Ellen Fife Theatre fire curtain must not be obstructed in any manner that would prevent it from making a complete seal with the stage decking when deployed.
- Fire exits and fire doors must not be obstructed in any way that would prevent them from closing or obstruct the passage of people through the emergency exit routes.

Open Flame

- Open burning is defined as any open/exposed flame, whether indoors or outdoors, that could cause a fire. Examples are candles, incense, bonfires, campfires, leaf burning, artwork involving flames, non-tobacco cigarettes, and pyrotechnics of any kind. Open flames indoors, particularly when such burning will activate any type of fire alarm detection/suppression system, is prohibited.
- Special exceptions may be authorized through advance notice working with the Center for the Arts team but are not guaranteed.

Recording

- An archival audio/video recording is taken from a single static camera located on the mezzanine railing. This can be provided to renters with advance notice.
- Please advise if you do not want your event recorded.

Stage Weapons

- The use of real weapons that have been modified is prohibited.

Support Spaces

- Use of green room, wardrobe room, and dressing room spaces is subject to availability based on event activity in the facility.